

# Housing from Shelters to Homeownership

2002-2003 Application Package—Revised May 2003  
HOME • CDBG • Low Income Housing Trust Fund

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# Application Process

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## *Overview*

Housing from Shelters to Homeownership is comprised of three sources of funding. The Community Development Block Grants (CDBG), the HOME Investment Partnerships Program (HOME), and the Indiana Low Income Housing Trust Fund (LIHTF). The purpose of this program is to provide subsidies in the form of grants and forgivable or low-interest loans for the acquisition, development, rehabilitation, or refinancing of housing that is affordable to low and moderate-income people. Through this program IHFA seeks to either improve the quality of existing housing stock in Indiana or increase the supply of quality affordable housing for Hoosiers.

This program is designed to give preference to applicants that:

1. Demonstrate they are meeting the needs of their specific community.
2. Attempt to reach very low-income levels of 30% of area median income.
3. Are ready to proceed upon receipt of the award.
4. Revitalize existing neighborhoods.
5. Propose developments that are energy-efficient and are of the highest quality attainable within a reasonable cost structure.

In addition, IHFA encourages applicants to use Indiana contractors, employees, and products when planning their housing activities.

## *Application Review*

Each application must address only one integrated housing activity as defined in the Eligible Activities section. Applications are reviewed in a three-step process:

<u>Step One</u> - Completeness	The application must include all required exhibits and attachments. Periodically, IHFA staff will contact an applicant after an application deadline to request clarification of information contained in a pending application. These applications are not necessarily considered incomplete by IHFA.
<u>Step Two</u> - Threshold	The application must meet each of the applicable threshold criterion.
<u>Step Three</u> - Scoring	Applications that pass the completeness and threshold reviews are then scored according to IHFA's published scoring criteria. <b>Applications failing to meet the requirements for completeness or threshold will <u>not</u> be scored.</b>

During funding rounds when award recommendations fall below IHFA's internal funding goals, in its sole discretion, IHFA may allow additional information to be submitted for applications identified as being incomplete, having technical errors in the resolution, or having technical errors in the assurances and certifications. Staff will contact the applicant and require that the missing information be faxed and the original mailed to IHFA within seven calendar days. These applications will then be scored and ranked according to IHFA's published scoring criteria and allowed to compete for HOME, CDBG, or LIHTF awards, as they are available. However, they will only be recommended for funding after all complete applications with scores meeting or exceeding the published minimum have been recommended for funding.

### ***HOME, CDBG, and Trust Fund Funding Rounds***

**\*\*Note:** This is an anticipated schedule and is subject to change. Potential applicants should check the web at <http://www.IN.gov/ai/calendar/> for an updated list of deadlines.\*\*

#### **Round 4 – HOME, CDBG and Trust Fund Applications**

Application Workshop for Experienced Applicants	June 5, 2003
Intent to Submit Form Due Date	June 20, 2003
Application Due Date	August 1, 2003
Award Announcements	September 25, 2003
Beginner Start Up Training	October 15, 2003
Advanced Start Up Training	October 16, 2003

#### **Round 5 – HOME, CDBG, and Trust Fund Applications**

Application Workshop	October 2, 2003
Intent to Submit Form Due Date	October 15, 2003
Application Due Date	November 21, 2003
Award Announcements	January 22, 2004
Beginner Start Up Training	February 17, 2004
Advanced Start Up Training	February 18, 2004

**One original application (with original signatures) and four (4) copies (for a total of five [5] copies) must be received by the close of business (5:00 p.m., Indianapolis time) at the IHFA offices on the due date. Late or incomplete applications will not be scored. Faxed applications will not be accepted.**

#### ***Intent to Submit Form***

The Intent to Submit Form must be provided by the appropriate date. The form is found on the first page of the Application Forms. Applicants who do not submit this form by the appropriate due date will not be eligible to apply for funding in that round. Applicants may change the information provided in the Intent to Submit Form after it is submitted, but the form should be a good estimate of the anticipated request.

#### ***Technical Assistance and Site Visit***

Successful affordable housing developments begin with a solid development plan. The planning process should include a careful assessment of local needs, the existing housing market, the involvement of the local community, a financial feasibility assessment, an implementation schedule, and an identification of resources.

If the planning process indicates that the proposed housing activity is feasible and that the CDBG, HOME, or LIHTF may be a possible source of financing, the applicant should schedule a technical assistance meeting with the IHFA Allocation Analyst serving that area of the state to discuss both the proposed development and IHFA's application process. There will likely be many more applications submitted than IHFA can fund during a given competitive funding round. For this reason, applicants are urged to contact IHFA early in the planning process to obtain guidance and technical assistance. Applicants are also encouraged to attend an Application Workshop prior to submitting an application.

#### ***Where to Submit Your Application***

All applications and Intent to Submit Forms should be submitted to the following address:

Attn: Housing from Shelters to Homeownership  
Indiana Housing Finance Authority  
30 South Meridian Street, Suite 1000  
Indianapolis, IN 46204  
Fax: (317) 232-7778 (For Intent to Submit Forms Only)

IHFA's offices are located on the tenth floor of 30 South Meridian Street. A map showing IHFA's location is available in Appendix W.

### ***Application Workshop***

A one-day application workshop is held prior to each application deadline. At this workshop, IHFA staff will review the requirements of the program, scoring criteria, and how to complete the required forms. The regulatory requirements of each funding source will also be highlighted. Those organizations intending to submit an application for funding are strongly encouraged to attend. Reservations for these workshops are required and can be made by calling the Allocation Specialist at (800) 872-0371.

### ***Start- Up Training***

One month following the award date for each funding round, the IHFA Compliance Staff conducts a one-day Start-Up Training for all HOME and CDBG award recipients. At this training event, they review all the regulatory requirements for administering these funds, the required record keeping, and the forms and reports that must be submitted to IHFA. The Start Up Training will also be divided into two concurrent sessions, one for new or beginning recipients and another for more experienced recipients. Applicants that are unfamiliar with administering HOME and CDBG funds are also invited and encouraged to attend one of these training events prior to application submission. Reservations are required and can be made by calling the Compliance Assistant at (800) 872-0371.

### ***Environmental Review Requirements***

All applicants for HOME and CDBG funds are required to complete an Environmental Review (ER) of their proposed housing activity and submit the Environmental Review Record to IHFA prior to submitting an application for funding. All applicants, except those doing owner-occupied rehabilitation, are also required to have completed their Section 106 review prior to application submission. These procedures can be downloaded from IHFA's website at <http://www.in.gov/ihfa/comdev/allo/apps/s2h/s2h.htm> and are also found in Appendix A of this application package. Instructions on how to conduct an ER are provided at the application workshop. Applicants can also contact their Allocation Analyst at (800) 872-0371 for further assistance. The ER process can take 2-3 months or longer, so applicants are encouraged to begin it as soon as possible in their planning process so as not to delay application submission.

### ***Implementation Manual***

The Implementation Manual outlines the requirements for administering IHFA's HOME and CDBG awards. Any applicant that would like a copy of the Implementation Manual can download a complete copy free of charge from IHFA's website at <http://www.in.gov/ihfa/comdev/comp/manuals/im/im.htm>. Printed versions can be purchased from IHFA for \$30 each. Each award recipient will receive one free copy at the Start-Up Training following the award announcement. Requests with payment prior to that time should be submitted to:

Compliance Assistant  
Indiana Housing Finance Authority  
30 South Meridian Street, Suite 1000  
Indianapolis, Indiana 46204  
(317) 232-7777 or within Indiana at (800) 872-0371

### ***Trust Fund Loan Implementation Manual***

The Trust Fund Loan Implementation Manual can be downloaded from IHFA's website at <http://www.in.gov/ihfa/comdev/comp/manuals/trustfund/trustfund.htm>. A printed copy will be provided to each borrower with the executed loan documents. If you have any questions about a Trust Fund loan once the award is made, contact the Allocation Manager at (800) 872-0371.

### ***Request for Copies of Past Applications***

Anyone wishing to obtain a copy of the application forms submitted by another funded applicant may submit a written request to IHFA along with payment for copying and postage. For additional information or an estimate of the cost, contact IHFA's Allocation Assistant at (800) 872-0371